

City of Alexandria, Virginia

MEMORANDUM

**DATE:** JUNE 6, 2012  
**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
**FROM:** RASHAD M. YOUNG, CITY MANAGER   
**SUBJECT:** CITY COUNCIL SCHEDULE

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**ISSUE:** City Council Schedule.

**RECOMMENDATION:** That City Council:

(1) Receive the following additions to the City Council Calendar:

- 29<sup>th</sup> Annual National Night Out on Tuesday, August 7 from 5 p.m. to 10 p.m.

(2) Note the following changes to the tentative City Council calendar for September 2012-June 2013. **The calendar will be reviewed again by City Council on June 26, 2012 and adopted by Council at its first legislative meeting on September 11, 2012.**

- Addition of the Sunday, September 23 to Tuesday, September 25 Virginia Municipal League (VML) Conference at the Williamsburg Lodge in Williamsburg, Virginia.
- Given this schedule for the VML Conference, staff recommends moving the Tuesday, September 25 Legislative Meeting to Wednesday, September 26.
- The tentative calendar has a Tuesday, January 1, 2013 installation program and ceremony scheduled at 7:00 p.m. City Council may wish to consider over the course of the summer whether it wishes to have the installation program on this date or on Wednesday, January 2, to avoid conflicts with holiday schedules.
- The Council may wish to consider how to schedule the fall activities related to the FY 2014 budget cycle in light of the election calendar. It will be difficult to schedule fall retreats and/or budget work session(s) and pass budget guidance in the fall. Given that a new City Council will take office on January 1, Council may wish to consider moving the budget guidance and submission schedule back for the FY 2014 budget to January 2013 and March 2013 respectively.

**DISCUSSION:** For the June 26 Legislative meeting, the last of the year, City Council may wish to consider having an executive session scheduled both prior to the regular 7:00 p.m. meeting, as well as at the end of the regular meeting, given the possibility that several items may need to be covered and the docket will otherwise be a full docket.

We have received information about the annual Virginia Municipal League conference, which is scheduled for Sunday, September 23 through Tuesday, September 25 at the Williamsburg Lodge in Williamsburg, Virginia. Tuesday night's program will include the presentation of the 2012 VML Achievement Awards, remarks by the incoming president, and entertainment. So it is suggested that the Legislative meeting that would normally be held on Tuesday, September 25, be scheduled for Wednesday, September 26.

Over the course of the summer, Staff will also consider and recommend in September a schedule for any fall retreat or budget work session dates. The schedule for such events will have to respect the election calendar with the General Elections being held on November 6. Ordinarily, City Council would adopt guidance for the FY 2014 budget at the second legislative session that month on November 27, so that the City Manager would have time to consider that guidance in preparing a budget for submission on the first Legislative Meeting in February. Council may wish to consider moving this schedule back to January for the passage of Council budget guidance and March for the City Manager's budget submission.

The term of office of the next City Council will commence on January 1, 2013. Because this is a precedent-setting change in the Council schedule, the calendar has penciled in a Tuesday, January 1, 2013 installation program and ceremony at 7:00 p.m. (location to be determined). City Council may wish to consider over the course of the summer whether it wishes to have the installation program on this date or on Wednesday, January 2, to avoid conflicts with holiday schedules. Discussions also will need to be held with the Alexandria City School Board to avoid any conflicts with its installation schedule as well.

Lastly, note that the Presidential Inauguration Ceremonies will be held on Monday, January 21, 2013, which is the Martin Luther King Holiday, while the actual legal commencement of the President's term of office will begin on Sunday, January 20, 2013.

VML day with the General Assembly is noted on the calendar on Thursday, January 31, 2013.

**ATTACHMENT:**

Attachment I: City Council Schedule

Attachment II: Proposed City Council Schedule (September 2012 through June 2013)

**STAFF:**

Bruce Johnson, Chief of Staff

## City Council Schedule – JUNE 2012 as of 6-7-12

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9  <b>10:00 A.M.</b> Annual Waterfront Walk, Windmill Hill Park, 501 S. Union Street
10	11	12 Primary Election	13  <b>5:30 P.M. Work Session on AEDP Strategic Planning, Council Workroom</b>  <b>7:00 P.M.- City Council First Legislative Meeting, Council Chamber</b>	14	15	16  <b>8:30 A.M.</b> Miracle Field Groundbreaking (Lee Center Ballfield)  <b>9:30 A.M.- City Council Public Hearing, Council Chamber</b>
17	18	19	20	21	22	23
24	25	26  <b>5:30 P.M.</b> Annual Commission on Persons with Disabilities Awards Reception, Vola Lawson Lobby  <b>7:00 P.M.- City Council Second Legislative Meeting, Council Chamber</b>	27	28  <b>6:30 P.M. – 9:00 P.M.</b> ANHSI 15 <sup>th</sup> Anniversary Celebration, Belle Haven Country Club, 6023 Fort Hunt Road	29	30  <b>3 P.M.</b> Mt. Vernon Recreation Center Enhancement Unveiling

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# City Council Schedule – JULY 2012 as of 6-7-12

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Independence Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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# City Council Schedule – AUGUST as of 6-7-12

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 5 P.M. to 10 P.M. 2012 National Night Out	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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Proposed City Council Schedule FY 2013

Attachment II

**September**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 <b>Labor Day</b>	4	5	6	7	8
9	10	11 7 P.M. – City Council First Legislative Meeting, Council Chamber	12	13	14	15 9:30 A.M. – City Council Public Hearing, Council Chamber
16	17	18	19	20	21	22
23 VML CONFERENCE	24 VML CONFERENCE	25 VML CONFERENCE  7 P.M. – City Council Second Legislative Meeting, Council Chamber	26	27	28	29
30						

**2012**

# Proposed City Council Schedule FY 2013

Attachment II

## October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8 <b>Columbus Day</b>	9 7 P.M. – City Council First Legislative Meeting, Council Chamber	10	11	12	13 9:30 A.M. – City Council Public Hearing, Council Chamber
14 J	15	16	17	18	19	20
21	22	23 7 P.M. – City Council Second Legislative Meeting, Council Chamber	24	25	26	27
28	29	30	31			

## 2012

# Proposed City Council Schedule FY 2013

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## November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6 General Election	7	8	9	10
11 §	12	13 7 P.M. – City Council First Legislative Meeting, Council Chamber	14	15	16	17 9:30 A.M. – City Council Public Hearing, Council Chamber
18	19	20	21	22 Thanksgiving Day	23 Thanksgiving Day (in lieu of Veterans’s Day)	24
25	26	27 7 P.M. – City Council Second Legislative Meeting, Council Chamber	28	29	30	

## 2012

# Proposed City Council Schedule FY 2013

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**December**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9 9	10	11 7 P.M. – City Council First Legislative Meeting, Council Chamber	12	13	14	15 9:30 A.M. – City Council Public Hearing, Council Chamber
16	17	18	19	20	21	22
23	24 Christmas Eve	25 Christmas Day	26	27	28	29
30	31 New Year's Eve					

**2012**

# Proposed City Council Schedule FY 2013

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**January**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b> New Year's Day 7 P.M. City Council Installation	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> 7 P.M. – City Council First Legislative Meeting, Council Chamber	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> 9:30 A.M. – City Council Public Hearing, Council Chamber
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Martin Luther King Day  Presidential Inauguration Ceremonies	<b>22</b> 7 P.M. – City Council Second Legislative Meeting, Council Chamber	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> VML DAY		

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**2013**

Proposed City Council Schedule FY 2013

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**February**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10 	11	12 7 P.M. – City Council First Legislative Meeting, Council Chamber	13	14	15	16
17	18 Presidents' Day	19	20	21	22	23 9:30 A.M. – City Council Public Hearing, Council Chamber
24	25	26 7 P.M. – City Council Second Legislative Meeting, Council Chamber	27	28		

**2013**

# Proposed City Council Schedule FY 2013

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**March**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12 7 P.M. – City Council First Legislative Meeting, Council Chamber	13	14	15	16 9:30 A.M. – City Council Public Hearing, Council Chamber
17	18	19	20	21	22	23
24	25	26 7 P.M. – City Council Second Legislative Meeting, Council Chamber	27	28	29	30
31 Easter						

**2013**

# Proposed City Council Schedule FY 2013

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**April**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9 7 P.M. – City Council First Legislative Meeting, Council Chamber	10	11	12	13 9:30 A.M. – City Council Public Hearing, Council Chamber
14	15	16	17	18	19	20
21	22	23 7 P.M. – City Council Second Legislative Meeting, Council Chamber	24	25	26	27
28	29	30				

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**2013**

# Proposed City Council Schedule FY 2013

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**May**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 7 P.M. – City Council First Legislative Meeting, Council Chamber	15	16	17	18 9:30 A.M. – City Council Public Hearing, Council Chamber
19	20	21	22	23	24	25
26	27 Memorial Day	28 7 P.M. – City Council Second Legislative Meeting, Council Chamber	29	30	31	

**2013**

# Proposed City Council Schedule FY 2013

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**June**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11 7 P.M. – City Council First Legislative Meeting, Council Chamber	12	13	14	15 9:30 A.M. – City Council Public Hearing, Council Chamber
16	17	18	19	20	21	22
23	24	25 7 P.M. – City Council Second Legislative Meeting, Council Chamber	26	27	28	29
30						

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**2013**